2006-2012 CAPITAL PLANNING SYSTEM
USER MANUAL

<u>Space Needs</u>
(Form SYP-P3)

Upon choosing Form SYP-P3 from the **SELECT OPTION** page, a listing of all items (Space Needs) that have already been entered into the system will be displayed in alphabetical order by Location (county or Area Development District). This display also reflects the type of need, square footage, and biennium. The listing is based on information entered on Form SYP-P3.

From this listing, the user may take any of the following actions (the steps to do each operation are shown in *italics*)

- Retrieve the detailed data for a specific entry to review and/or edit
    - *Select [Edit] next to the desired Space Needs entry*

- Add a new entry and the accompanying detailed data
    - *Select [Add New Item] at the bottom of the page*

- Sort and display the list based on any of the headings/categories that are shown
    - *Click on the heading that is to be the basis of the sort*

- View and/or print the detailed data for a single entry
    - *Select [View] under the Reports column*

Note: Changes to the data or the deletion of an entire item in the listing can be done only by accessing the relevant Form SYP-P3. Changes or deletions cannot be made directly to the listing.

NAVIGATING THE SPACE NEEDS LISTING

If there are more than 15 Space Needs entries, they will be listed on multiple pages (15 per page). Up to 10 pages will be identified at the bottom of the screen of the selected page, click on the ellipse (. . .) to go to pages other than the 10 listed. The bottom of the page will also display the total number of pages and the current page number (Viewing page __ of __).

ENTERING DATA

To move between fields on Form SYP-P3, use the <Tab> key or the mouse.

After completing the data entry, selecting [Save Changes] will save the information to the database if all required data have been entered (see Required Data Fields below). The other option at this point is to [Cancel] which returns the user to the Space Needs listing, without saving any new or changed data.

TYPES OF DATA

Data on Form SYP-P3 are comprised of yes/no responses, selections from picklists, text, and numeric entries.

Yes/No..........Click to fill in the circle to the left of the Yes or No response. (If "yes," be sure to complete the required narrative in the next field.)

Picklists ....Click on the down arrow to the right of the data entry field to access the available options.

Text...............Enter text as in a word processing application. Use the up and down arrows to view contents of the field. A Typing Progress Bar will show the character limit for that field and how close the user is to that limit as the narrative is being entered.

Numbers ....Enter figures with or without commas (,); commas will be inserted automatically. Select [Calculate] to generate and display totals.

DELETING AN ENTRY

To delete an entry, select [Edit] from the Form SYP-B3 listing then select [Delete] at the top of the page. The user will be prompted to confirm the intent to remove the entry from the system.

REQUIRED DATA FIELDS

A Location (county or ADD) must be entered before the system will accept the [Save Changes] instruction on Form SYP-P3.

Before the cabinet/agency contact can submit the completed plan to CPAB, the system will run a series of checks to ensure that all required data fields have been completed. The plan will not be submitted unless all such fields are completed. The following will be checked on Form SYP-P3:

- Has the "Type of Need" field been completed?
- Has the "Why is the space needed?" field been completed?
- Has the "What type of space is needed? field been completed?
- Has the "How much space is needed?" field been completed?
- Has the "When is this space needed? field been completed?
- Has yes or no been selected for the "If the space is needed in 2004-06, has Form SR-4 been submitted to the Division of Real Properties" field?
- Has yes or no been selected for the "Will any space owned or occupied by the agency be affected by this proposal" field? If yes is selected, has the additional information required been provided?

PRINTING REPORTS

In addition to the ability to print data for individual Space Needs items from the listing of Space Needs, all of the SYP-P3 forms can be printed by choosing "View/Print Reports" under Agency Level Reports on the **SELECT OPTION** page. Report options are as follow::

- Space Needs - Current Biennium, Alphabetical by County
- Space Needs - First Biennium, Alphabetical by County
- Space Needs - Second Biennium, Alphabetical by County
- Space Needs - Third Biennium, Alphabetical by County

All reports are provided in PDF, which requires the Adobe Acrobat Reader. (This software may be downloaded from the capital planning system **HOME** page.)